



Tallahassee Orthopedic Clinic  
*The Team Behind the Team*

**CLINICAL CLAIM CREATOR  
PART-TIME**

<b>POSITION SUMMARY</b>
Perform a variety of tasks centered on claim creation and posting over the counter payments. Work is conducted remotely, outside of a traditional office environment. Must be able to perform work at a dedicated work space with limited interruption or distraction, and high speed internet capacity with 25 Mbps download speed/10 Mbps upload speed.
<b>ESSENTIAL FUNCTIONS</b>
<ul style="list-style-type: none"><li>• Work assigned tasks to ensure claims are created after the billing tab is reviewed by the provider.</li><li>• Work claim rules assigned to the Clinical Claim Creator.</li><li>• Work assigned tasks to ensure payments collected at the time services are rendered are posted to the claim created.</li><li>• Handle confidential patient files and medical records and carry out the necessary and related functions in an extremely professional and discreet fashion.</li><li>• Report to the office location, as needed.</li><li>• Perform other responsibilities associated with this position as deemed appropriate.</li></ul>
<b>GENERAL COMPETENCIES DESIRED</b>
<ul style="list-style-type: none"><li>• Self-motivated, with the ability to work independently, with minimal supervision.</li><li>• Ability to maintain confidentiality of patient information.</li><li>• Detail-oriented paying close attention to accuracy.</li><li>• Good oral and written communication (documentation) skills, paying attention to grammar and spelling.</li><li>• Good planning and organizational skills.</li><li>• Strong interpersonal skills.</li><li>• Ability to be comfortable in learning and using digital tools.</li><li>• Strong PC skills required to include all Microsoft applications, practice management systems and electronic health records.</li><li>• Ability to multi-task and give attention to detail.</li><li>• Good problem solving skills required in order to maximize effectiveness and efficiency of job duties.</li><li>• Perform any other responsibilities associated with this position as deemed appropriate.</li></ul>
<b>PHYSICAL DEMANDS</b>
Requires sitting for prolonged periods of time. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, scanner, telephone, calculator and other office equipment. Requires normal range of hearing and eye sight to record, prepare and communicate appropriate reports. Requires the ability to work under stressful conditions and/or irregular hours to meet deadlines.
<b>CREDENTIALS DESIRED</b>
Must have a high school diploma or equivalent education.